

UNSTRUCTURED Field Experience Log & Reflection

Instructional Technology Department – *Updated Summer 2015*

Candidate: Daniel Hoeh	Mentor/Title: Tracey Borup/ Technology Training Integration Specialist	School/District: Sprayberry High School/ Cobb County Schools
Course: ITEC 7305: Data Analysis & School Improvement		Professor/Semester: Dr. James Wright/ Fall 2016

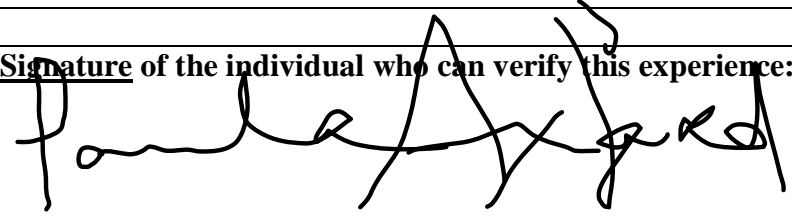
(This log contains space for up to 5 different field experiences for your 5 hours. It might be that you complete one field experience totaling 5 hours! If you have fewer field experiences, just delete the extra pages. Thank you!)

Date(s)	1st Field Experience Activity/Time	PSC Standard(s)	ISTE Standard(s)
10/13 – 10/5	Created a OneNote notebook for new teachers Sprayberry High School. Designed notebook and created layout for pages. Created and inserted training manuals, instructions, surveys, Institute meeting times and worked with both admin and media specialist to include their material as well. (5 hours)	1.1,1.2,1.3,2.3, 2.5,2.6, 3.5, 4.1, 4.2, 5.1, 5.2	1a, 1b, 2b, 2c, 2d, 3b, 3e, 3f, 4a, 4b, 5a, 5b, 6a, 6b
10/17	Met with administration staff and media center specialist to go over the layout and include additional information. (1 hour)	1.1, 1.2, 1.3, 2.3, 2.5, 2.6, 3.3, 3.7, 4.1, 5.1, 5.2, 5.3, 6.2, 6.3	1a, 1b, 2b, 2c, 2d, 3b, 3e, 3f, 4a, 4b, 5a, 5b, 6a, 6b
11/10	Conducted a new teacher training session that included the introduction of the OneNote. The teachers were taught how to access and contribute information to the notebook and utilize the resources available. I also scheduled additional training sessions for new teachers and introduced to them software and hardware resources. (3 hours)	1.1, 1.2, 1.3, 2.3, 2.5, 2.6, 3.3, 3.7, 4.1, 5.1, 5.2, 5.3, 6.2, 6.3	1a, 1b, 2b, 2c, 2d, 3b, 3e, 3f, 4a, 4b, 5a, 5b, 6a, 6b

First Name/Last Name/Title of an individual who can verify this experience:

Paula Axford

Signature of the individual who can verify this experience:



DIVERSITY

(Place an X in the box representing the race/ethnicity and subgroups involved in this field experience.)

Ethnicity	P-12 Faculty/Staff				P-12 Students			
	P-2	3-5	6-8	9-12	P-2	3-5	6-8	9-12
Race/Ethnicity:								
Asian			X	X				
Black			X	X				
Hispanic			X	X				
Native American/Alaskan Native			X	X				
White			X	X				
Multiracial			X	X				
Subgroups:								
Students with Disabilities			X	X				
Limited English Proficiency			X	X				
Eligible for Free/Reduced Meals			X	X				

Reflection

(Minimum of 3-4 sentences per question)

1. Briefly describe the field experience. What did you learn about technology coaching and technology leadership from completing this field experience?

For my field experience I worked with the administrative staff and media specialist to create a New Teacher Institute at Sprayberry High School. The New Teacher Institute began with the creation of a Microsoft OneNote notebook to help address the specialized needs of teachers new to Sprayberry High School. The notebook included specialized information such as contact information, training materials, and information about the school. The notebook incorporated various forms of media including PowerPoints, charts, word documents and web links.

The creation and use of the OneNote was only one aspect of the New Teacher Institute. Along with the notebook, I also worked with the media specialist to give a training session for new teachers. The training sessions were designed to be ongoing throughout the entire school year. The first training meeting focused on training the new teachers on how to access the OneNote and the information within it. Along with training the teachers how to use the Microsoft OneNote, I also offered additional technology training. I introduced the teachers to the new technology resources available. Additional trainings were offered on key technology and data collection tools available to teachers. Teachers were given an Excel Survey to identify technology tools they would be interested in receiving additional training on.

After completing my field experience I learned that the needs of a diverse school population are very individualized. Teachers and students alike require learning experiences that directly address their individual learning needs and goals. It is important to listen to staff and design training sessions that address the individual needs of the population. I also learned that it is extremely important to make certain that the concerns of everyone are heard. It is also important to follow up and make certain that no one feels isolated or left out, especially new teachers.

2. How did this learning relate to the knowledge (what must you know), skills (what must you be able to do) and dispositions (attitudes, beliefs, enthusiasm) required of a technology facilitator or technology leader? (Refer to the standards you selected above. Use the language of the PSC standards in your answer and reflect on all 3—knowledge, skills, and dispositions.)

Knowledge - In order to complete this field experience I had to be knowledgeable in the use of digital tools such as Microsoft OneNote notebook along with a managing a vast array of other Web 2.0 digital tools and resources. I also learned how to how to develop schedule and implement staff development training based on the needs of new teachers.

Skills - This field experience has also taught me how to work with others and remain flexible while creating a shared vision for implementing the New Teacher Institute. I learned how to communicate and collaborate with others to build the New Teacher Institute notebook and training materials. Receive constructive criticism from others and create consensus to keep the New Teacher Institute moving forward. I also learned the value of listening to concerns of others and work as a technology coach, aiding them as they use new technology tools.

Dispositions - I learned the importance of remain patient and calm working with others to design and develop professional learning opportunities. It is extremely important to make sure that everyone feels as though their concerns and opinions are valued as we work towards a common goal.

3. Describe how this field experience impacted school improvement, faculty development or student learning at your school. How can the impact be assessed?

This field experience will impact my school by helping new teachers assimilate into the school culture. It is extremely important that new teachers understand their importance and not to feel isolated. The impact of the New Teacher Institute will be assessed by how many teachers return back to the school next semester and next year.

Date(s)	2 nd Field Experience Activity/Time	PSC Standard(s)	ISTE Standard(s)

Reflection

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2. How did this learning relate to the knowledge (what must you know), skills (what must you be able to do) and dispositions (attitudes, beliefs, enthusiasm) required of a technology facilitator or technology leader? (Refer to the standards you selected above. Use the language of the PSC standards in your answer and reflect on all 3—knowledge, skills, and dispositions.)

Knowledge -

Skills -

Dispositions -

3. Describe how this field experience impacted school improvement, faculty development or student learning at your school. How can the impact be assessed?

Date(s)	3 rd Field Experience Activity/Time	PSC Standard(s)	ISTE Standard(s)

First Name/Last Name/Title of an individual who can verify this experience:

Signature of the individual who can verify this experience:

DIVERSITY

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Multiracial								
Subgroups:								
Students with Disabilities								
Limited English Proficiency								
Eligible for Free/Reduced Meals								

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Knowledge -

Skills -

Dispositions -

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Date(s)	4 th Field Experience Activity/Time	PSC Standard(s)	ISTE Standard(s)

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Signature of the individual who can verify this experience:

DIVERSITY

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Knowledge -

Skills -

Dispositions -

3. Describe how this field experience impacted school improvement, faculty development or student learning at your school. How can the impact be assessed?

Date(s)	5 th Field Experience Activity/Time	PSC Standard(s)	ISTE Standard(s)

First Name/Last Name/Title of an individual who can verify this experience:

Signature of the individual who can verify this experience:

DIVERSITY

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	P-2	3-5	6-8	9-12	P-2	3-5	6-8	9-12
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Subgroups:								
Students with Disabilities								
Limited English Proficiency								
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